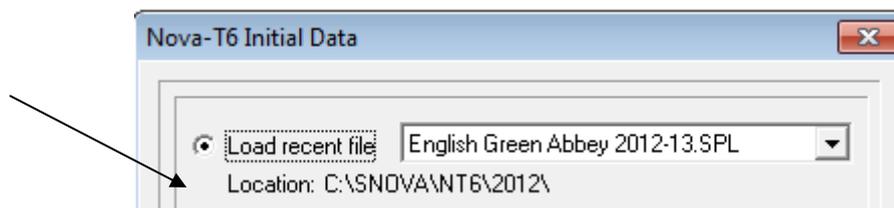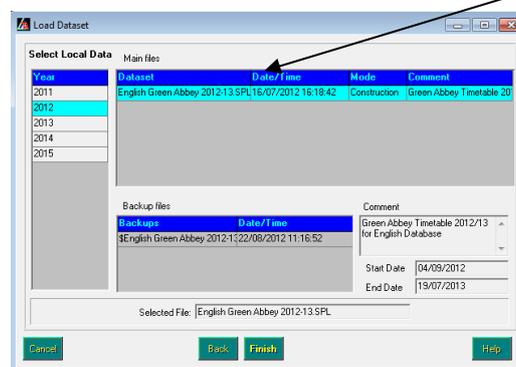# Nova-T6 Housekeeping

It is very important to keep a track of your current working spl file, especially if you are working on a satellite installation. Each file is stamped with the date and time of when it was last saved, but even so many timetablers name their files by the day they were saved. This is partly because when you **Load** | **External file** you do not get the detailed information about the file, only its name.

Nova-T6 files are **SPL** files, the program also makes backups of saved files whilst you are working in the same location as the original file, these are **SPB** files and are prefixed by a **%** or a **$**. You can set the frequency of the backups in **Tools | Auto Save Options**.

When you start Nova-T6 you can **Load recent file**, when you select the file there is an indication of where the file is saved beneath the file name so you can check you are opening the correct file.

If you select **Load other file | Local Dataset** the program shows the Year folders in the NT6 folder of the installation of Nova-T6 that you are running. For each file you can see any Comment you have written on the file as well as a list of backup files. You can sort the files by date if you click on the Date/Time header.

If you select **Load other file | External Dataset** then you have the ability to open a file from any location that your computer can see.

Before you **Export the Curriculum and Timetable to SQL** it is important to run and resolve the **Report | Duplicate Curriculum Names** as you cannot export the data if this report is not clear.

If you have made any structural changes to the **Timetable Cycle** (added periods or changed periods to or from Non-Teaching) then you need to run
Data | Export Timetable Cycle to SQL. You will then need to setup Lesson Monitor for the new cycle in Tools | Setups | Lesson Monitor Options | Lesson Monitor Setup and Apply the Timetable.

After an **Export of the Curriculum and Timetable to SQL** it is important that future work starts with the file that the system saved as a result of this export. This is because it will contain the SQL link information which a file sitting on a Satellite installation will not.

After you have made significant changes you should save the file using **Save | Save as**, this is to create another file so you can go back to the stage before the changes. It is also advisable to **Save** your file before working on the **Auto** screen as there is no **Undo** button and you may select **Unschedule All** by mistake.

A useful routine to run is **Data | Get Data Summary** which enables you to see a history of the Exports from Nova to SQL. Note this must be run in school as it needs a connection to SIMS.

Task	Route	Advice
Security of Data	**Save**	It is essential that a copy of your timetable is always saved in the appropriate NT6 year folder on your network. For example, your timetable file for the year 2012-3 should be saved in S:\SIMS\SNOVA\NT6\2012 where S is the SIMS drive.
Auto Backups	**Tools |Auto Save Options**	Nova-T6 makes automatic backups of your timetable file when it is open. The default is one every 3 minutes, up to a maximum of 5, prefixed with a % and one every 30 minutes prefixed with a $. You can change the number and frequency of each type of backup in Tools | Auto Save Options.
Manual Backups	**Data | Save As**	It is essential that if you are working on a satellite installation that you keep an external backup of your Nova-T6 files.
Saving	**Data | Save As**	It is advisable to use the Save As function when you have made changes to your timetable in case of errors. This way you can always go back to a previously saved file, this is especially important when you are constructing the timetable.
Opening Recent File	**Recent File List**	These are the most recent Nova-T6 files that have been opened on that computer. When selected the path of the file is visible below the name.
Opening Recent File	**Data**	There is a list of recently accessed files at the bottom of the Data menu, clicking on one of these will open the file if it is accessible.

Opening Local Dataset	Load Other File	This is the route to Load a dataset that has been saved in the NT6 year folder structure. If you click on the Date/Time header then the files will be sorted in date order with the most recent at the top. When a file is selected you can see any available backup files. (.SPB)
Opening External Dataset	Load Other File	This is the route to Load a dataset that has not been saved in the NT6 year folder structure and is not a recent file.
Deleting	My Computer	To manage files efficiently it is recommended that files no longer required are deleted. If you do not want to delete files It is advisable to create an Archive folder inside the NT6 year folder and move all old files into it.
Maintenance Datasets	Load Other File	It is not recommended you use this route.
Construction Datasets	Load Other File	It is not recommended you use this route.
Data Transfer Summary	Data | Get Data Summary	This route will allow you to see a history of when data was sent from Nova-T6 to SQL.